



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards, OntheSpot Awards and TimeOff Awards.
4. Attach the completed form to the electronic Request for Award. ****For Use with FPPS Only – Do Not Send Hardcopy to SPO****
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Cheryl A. Butler
Position Title: BUILDING MANAGER
Organization: OMS-OA-FMSD-HOB

Employee Id: (b) (6)
PP-Series-Grade: 12

Type of Award: ☐ On-the-Spot Award ☐ Group Cash Award
☒ Individual Cash Award ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): 800 AND/OR Total Number of Hours:

Type of Benefits on which the award is based (Cash awards only):

☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☐ Moderate ☒ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☒ Broad ☐ General

Narrative Justification for Award:

The IOAA is happy to present this award to Cheryl Butler for her outstanding customer service, dedication, on-the-spot service, excellent follow up, and pleasant demeanor. Large-scale moves are never fun and managing space can be one of the most challenging aspects of running an organization. ORD has gone through quite a few moves in the past few years, but the January 2020 moves were necessary to co-locate employees with their new organizations. Cheryl was essential in supporting ORD and IOAA by assisting with logistics, communication, and staff preparedness. Her creativity, energy, enthusiasm, and a careful attention to detail helped to make our move an incredible success. From walking around to ensure that employees were packing and had what they needed to her active coordination with IOAA, Cheryl's hands